

# Request for Updated Tenant Information

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As you may be aware, there has been a change in the management of [Property Name or Address]. To ensure a smooth transition and continued support, we kindly request that you provide us with your updated contact information and any changes in your tenancy details.

Please fill out the information below:

- Full Name:
- Current Address:
- Email Address:
- Phone Number:
- Emergency Contact (Name & Phone Number):

We appreciate your cooperation and prompt response to this matter. Should you have any questions, please feel free to reach out to us at [Management Contact Information].

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]

[Contact Information]